

FOOTHILL TRANSIT

MINUTES

The Special meeting of the Foothill Transit Executive Board was held Friday, December 18, 2009, at the Foothill Transit Board Room, 100 South Vincent Avenue, 2nd Floor, West Covina.

Chair De La Torre called the meeting to order at 8:00 a.m. The following members were present, constituting a quorum of the Executive Board:

Michael De La Torre, Chair
Roger Chandler, Vice Chair
Peggy Delach
Carol Herrera
Paula Lantz

Pledge of Allegiance

Chair De La Torre led those present in the Pledge of Allegiance.

APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF NOVEMBER 6, 2009

The minutes for the regular meeting of November 6, 2009, were approved as submitted.

Motion: Vice Chair Chandler, seconded by Member Herrera.

Vote: Unanimously carried

PRESENTATIONS

5.1 Contractors' Employee Recognition

Wayne Fritz, General Manager, introduced and recognized the Arcadia location MV Transportation Operator of the Month for December, Guy Kao, who has been an Operator with Foothill Transit for nine years, and MV Transportation Employee of the Month, Gustavo Sabala, for his excellent service as a brake mechanic.

Peter Greenberg, General Manager, introduced and recognized the Pomona location First Transit Operator of the Month for November, Felicia Carter, who has been an operator with Foothill Transit for four years with a perfect driving record, and First Transit Operator of the Month for December, Sara Espinal, who enjoys helping customers.

Chair De La Torre congratulated those recognized.

Doran Barnes, Executive Director, made a special presentation to Vicky Vargas, Operations Manager, recently profiled in Mass Transit Magazine as one of the "Top Forty Transit Professionals Under The Age of Forty".

PUBLIC COMMENT

There was none.

CONSENT CALENDAR:

The Executive Board adopted the Consent Calendar items 7-13.

Motion: Member Delach, seconded by Member Herrera

Vote: Unanimously carried

REGULAR AGENDA:

PROPOSED FY 2010 SERVICE CHANGES

LaShawn Gillespie, Director of Marketing and Communications, reported that Foothill Transit plans to implement efficiency improvements in the system that have been designed to meet both the decline in transit ridership and Foothill Transit's budgetary challenges. In the coming months, as FY 2011 budget projections become clearer, additional service modifications may be necessary.

The proposed changes consist of the following:

- Line 699 – 23 out of 56 comments received opposed the cancellation of the 699 morning route. The proposal has been revised to maintain the same level of service during the late mornings and early afternoons as currently provided.
- Line 855 – there was no customer opposition to the removal of Line 855 from Radcliff Drive. The route change has been met with approval by the residents in the affected neighborhood.
- Line 187 - The original proposal called for the cancellation of five early morning weekend trips, and has since been revised to consolidate four trips, two in each direction, while maintaining the service span of the remaining trips.
- Line 480 – The original proposal plans were to operate hourly service from 9:00 am-2:30 pm. The revised hourly service plans are from 10:00 am–1:00 pm.
- Line 185 - The original proposal plans were to operate hourly service from 9:00 am-3:00 pm. The revised hourly service plans are from 10:00 am–1:00 pm.
- Line 291 – The route has been revised from running every fifteen minutes to running every thirty minutes from 10:00 am – 1:00 pm.
- Line 195 – Due to fluctuating ridership, and a need for further analysis, the recommendation is to make no changes to service at this time.
- Line 499 –No comments regarding the line were received; therefore, no changes are recommended.

There was a \$2.7 million in savings from the original changes planned, and as revised the savings will be \$1.99 million. Service changes will be effective on March 25, 2010.

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The Executive Board authorized the Executive Director to implement the proposed FY 2010 service changes as outlined.

Motion: Member Lantz, seconded by Member Delach
Vote: Unanimously carried

BUSINESS INTELLIGENCE PROJECT UPDATE

Joe Raquel, Director of Information Technology, gave an update on the Business Intelligence (BI) Project, a software system which is dedicated to aggregating data from Foothill Transit's various data sources such as ACS SMARTBus, Giro Hastus scheduling, and the Fundware financial system into one system. From this integrated system, various reports, including helpful graphs and dashboards, can easily be generated to facilitate convenient tracking of the agency's operating data and key indicators.

TransTrack implemented the computer application that implemented the BI software system. A customer feedback module was put into operation on December 2009. The next module to be implemented will be the Operations module scheduled for January 2010. TransTrack will be on site at both maintenance and operations facilities to train end users on data entry and report generation. The target date for implementation of the system is April 2010. There is no budget impact associated with this item. The BI project is proceeding within the approved budget.

The Executive Board received and filed the Foothill Business Intelligence Project update.

Motion: Chair De La Torre, seconded by Member Herrera
Vote: Unanimously carried

2009 ROSE BOWL SEASON SUMMARY

Hector Ortega, Quality Assurance Inspector, reported that on November 21, 2009, Foothill Transit provided service to the last UCLA home game of the season, bringing the season total of customers transported to approximately 41,000, which includes the six UCLA home games at which 4,300 passengers per game were serviced. Transportation services were also provided for the U2 concert on October 25, 2009, drawing over 100,000 visitors to the Rose Bowl.

On January 1, 2010, Foothill Transit's Rose Bowl shuttle service will come to a close for the current season. First Transit and MV Transportation will provide shuttle service to the Tournament of Roses Game and Parade on January 1, 2010. Rose Bowl shuttle service throughout the season is completely subsidized by the Tournament of Roses Association and the Rose Bowl Operating Company.

The Executive Board received and filed the 2009 Rose Bowl Season Summary.

Motion: Member Delach, seconded by Chair De La Torre
Vote: Unanimously carried

EXERCISE OPTION – GENERAL MARKETING SERVICES

Linda Somilleda, Director of Marketing & Communications, reported that Foothill Transit is in its third year of a contract for general marketing services with Pulsar Advertising. The contract includes a variety of marketing services including TAP marketing development and an updated website design.

At the September 2009 Executive Board meeting, the newly redesigned Foothill Transit website was introduced. The Executive Board requested that the implementation of a Spanish version of the website be investigated. The implementation of a full Spanish translation of the website and the accompanying programming to make it easy to find, navigate, and update is estimated to cost approximately \$10,000.00. In response to Member Lantz, Pulsar informed that it would take approximately three to four months to develop the Spanish language version.

The Executive Board authorized the Executive Director to exercise option year one of the Pulsar Advertising Contract (No. 07-019) in the amount of \$ 201,000.00 for general marketing services and approve an amendment in the amount of \$10,000.00 for the design, production, translation and implementation of a Spanish language Foothill Transit website.

Motion: Chair De La Torre, seconded by Member Delach
Vote: Unanimously carried

FOOTHILL TRANSIT ECOLINER UPDATE

George Karbowski, Director of Operations & Maintenance, reported that in early November 2009, the first bus chassis was completed by Energetix at their Holland, Michigan plant, and was then shipped to the Proterra facility in Golden, Colorado for final assembly. The assembly includes installation of major structural and suspension components, including flooring and exterior lighting.

Architecture and engineering firm AP&T is in the design development phase of infrastructure required to support the battery charging system to be installed at the Pomona Transit Center (PTC). This phase includes the electrical and architectural design of the charging arm, overhead pole and fixture, the charging enclosure, and the transformers necessary to charge the bus.

Foothill Transit will be purchasing Renewable Energy Certificates (RECs) from Southern California Edison at a possible cost of 14-18 cents per kilowatt hour, but the rates have not been determined at this time.

The Executive Board received and filed the Foothill Transit November 2009 Ecoliner Update.

Motion: Member Delach, seconded by Vice Chair Chandler
Vote: Unanimously carried

CONSTRUCTION PROJECTS UPDATE

Roland Cordero, Director of Facilities, reported that on May 6, 2009, the Governing Board approved Foothill Transit's FY 2010 Business Plan. Included in the Business Plan were capital projects funded by the American Recovery and Reinvestment Act (ARRA) which are planned to position Foothill Transit as an environmentally conscious public transit organization. In moving these projects forward, Foothill Transit can reduce operating costs, enhance building value, and increase worker productivity.

Over the last six months, project staff has been busy with the planning, design, and implementation of several construction projects. The following progress report on the five projects was presented:

- **Elevator Rehabilitation Project** - Fast-Track Construction is scheduled to install an emergency generator to the roof of the building in mid-February 2010. Shop drawings submitted by Schindler Elevator to Foothill Transit has been approved, and will proceed to rehabilitate the elevator system in March 2010, with a completion date of June 2010.
- **Window and Door Replacement Project** - Aragon Construction was approved by the City of West Covina to perform construction work to Foothill Transit's central office last month. Foothill Transit and Miller Architects are looking at shop drawings in order to provide additional information to the window manufacturer for the design of the custom curtain wall system. Southern California Edison informed Foothill Transit that this change will earn them 26,000 units in energy credits.
- **Solar Power Systems Project** - Construction IFBs will be released in January 2010, with construction scheduled for March 2010. The project is in compliance with the California Solar Initiative, and will earn Foothill Transit 450,000 energy credits from Southern California Edison over a five-year period.
- **Pomona Operations and Maintenance Facility Renovation Project**- The City of Pomona approved the final Plan Check from architect Richard Chong and Associates. Once the architect and Foothill Transit complete revisions to the Interior and Exterior Project specs, a construction IFB will be released in January 2010.
- **Bus Wash Modification Project** - Specifications for bus wash modifications at the Pomona and Arcadia/Irwindale facilities have been completed. An IFB was issued, and five representatives from four bus wash builders met with Foothill Transit on December 14, 2009. The contract will be awarded in late January 2010 with construction to begin the following month.

The Executive Board received and filed an update on Foothill Transit's FY 2010 Construction Project Initiatives.

Motion: Vice Chair Chandler, seconded by Chair De La Torre
Vote: Unanimously carried

EXECUTIVE DIRECTOR COMMENT

Doran Barnes, Executive Director, reported the following:

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- The Transit Funding Protection Initiative, which protects funds earmarked for public transit use from State interference, has returned from the Attorney General's office. Mr. Barnes will be chairing a special meeting of the California Transit Association Executive Committee on December 22, 2009. The Committee will decide whether they want to proceed with the Initiative or not; it is anticipated that they will.
- The City of West Covina has continued the Park and Ride issue to its January 19, 2010 meeting.
- The Foothill Transit October 2009 Performance Indicator is included in the meeting packet. It should be noted, that in November 2009, there was an increase in boardings by 2.29% since November 2008. The November and December 2009 reports will be provided in time for the January 2010 meeting.

BOARD MEMBER COMMENT

Member Herrera thanked the Operators and Employees honored this month for providing exemplary job performance and thanked staff for a job well done.

Chair De La Torre, Vice Chair Chandler, and Member Delach all wished Foothill Transit staff a happy holiday.

ADJOURNMENT

There being no further business, the Executive Board adjourned at 10:09 a.m.

Staff and guests present:

Doran Barnes, Executive Director
Kevin McDonald, Deputy Executive Director
Darold Pieper, General Counsel
Ed Gill, Legal Counsel
Richard Hasenohrl, Director of Finance
David Reyno, Director of Government Relations
Joe Raquel, Director of Information Technology
Linda Somilleda, Director of Marketing & Communications
George Karbowski, Director of Operations & Maintenance
Gary Nehls, Director of Procurement
LaShawn Gillespie, Director of Planning
Vicky Vargas, Operations Manager
Hector Ortega, Operations Manager
Dietter Aragon, Planning Manager
Wayne Fritz, General Manager
Peter Greenberg, General Manager
Roland Cordero, Director of Facilities
Mary Sue Omelia, TransTrack Systems Inc.
Martha Arana, Commission Services